



Tennessee Promise Forward Grant Competition



Tennessee Higher Education Commission
Informational Webinar



Webinar Agenda

- THEC will provide background on the program
- THEC will review the project categories
- THEC will review the application requirements
- THEC will address the process and timeline of the mini-grant competition.





Promise Forward Overview

- *Drive to 55* relies largely on the completion of students in higher education
- Tennessee Promise students come from populations that are statistically less likely to be retained and complete a degree
- Tennessee Promise Forward implemented in 2015 through grants to 7 institutions to help institutions retain Tennessee Promise students



Promise Forward Grant Details

- Five to seven awards totaling up to \$160,000
- Approximately 20-month grant period
 - 2 academic years
 - September 15, 2016 – June 1, 2018
- One submission per institution
- Eligibility requirements:
 - Applicant is 2 year public community college
 - Project falls within one of three categories
 - Project aims to serve all TN Promise students
 - Letter of support from TN Promise partnering organization is encouraged, not required





Project Categories

- Early Interventions & Proactive Advising
 - *Use a relationship-based model to advise students. Ex – counselors, advisors, near-peer mentors*
- Technology and Digital Outreach
 - *Use technology to deliver student services through “nudges” at critical times. Ex – text messaging*
- Combination Support Services
 - *Use aspects of technology and personal advising. May incorporate strategies such as cohort models, student support centers, first year experiences. Ex – holistic retention programs*



Grant Proposal Sections

- **Cover Page**
- **Project Abstract**
- **Project Proposal**
- **Timeline**
- **Implementation of Prior TN Promise Forward grant**
- **Organizational Capacity**
- **Project Goals and Evaluation**
- **Sustainability and Scalability**
- **Project Budget**
- **Budget Narrative**
- **Appendices: letters of support, CV**





Cover Page & Project Abstract

- Cover Page
 - Must include all required signatures
 - Must designate a project manager and primary contact
- Project Abstract
 - Half page Project summary
 - Used to describe projects to external parties
 - Does not count towards page limit



Project Proposal

Falls into one of three project categories

- Must include:
 - Overview of the student body
 - Detailed description of proposed project and associated activities
 - Rationale for selected approach, including research
 - Anticipated outcomes
 - Must be clear link between proposed activities and outcomes



Timeline

Detailed project timeline (template included in RFP)

- Must include:
 - Key grant activities and milestones
 - Anticipated deliverables
 - Dates



Implementation of Prior Promise Forward Grant

Applicants who received funding in the previous Promise Forward competition must complete this section

- Must include:
 - Description of the project and how it was implemented
 - Project outcomes
 - How the proposed project will enhance outcomes realized by the prior grant
- *If applicants have not received a previous grant, skip this section. The scoring rubric is modified accordingly.*



Organizational Capacity

Overview of applying institution's capacity to carry out proposed project

- Must include:
 - Individuals responsible for carrying out activities
 - Evidence of internal collaboration across campus divisions
 - Letter of support from TN Promise partner organization encouraged, not required
 - CVs must be included as an attachment at the end of the proposal



Project Goals and Evaluation

- Project Goals must include:
 - Description of how project will result in increased retention and completion of TN Promise students
 - Description of how project fits into institution's strategic plan to support TN Promise students



Project Goals & Evaluation, Con't

Evaluation: description of how institution will implement evaluation requirements, meet THEC reporting requirements, and anticipated outcomes

- **Evaluation must include:**
 - Description of how grantees collect, analyze, and report required data
 - Description of how student data will be used to strengthen program and monitor student progress
 - List of personnel responsible for evaluation
 - Targets & baseline data for project performance measures, including a description of how targets were established

Grantees are required to submit a performance report in June, 2017 and a final report within 30 days of grant conclusion



Project Performance Measures

The minimum information required by THEC is:

- Total TN Promise student population
- Students enrolled in or requiring learning support math/English
- Students completing learning support Math/English
- Students earning 12 or more credit hours per semester
- Students earning 15 or more credit hours per semester
- Students completing a FAFSA by the February 15 deadline
- Fall to spring retention
- First to second year retention rate
- Graduation rate (long-term goal)

Institutions will also provide prior year data for previous TN Promise students or first-time, full-time students



Sustainability & Scalability

- Explanation of how TN Promise Forward will be sustained and scaled beyond the life of the grant
- How institution's resources demonstrate ability to carry out and maintain success as a result of the project



Project Budget

- Budget consists of:
 - Budget summary form
 - Budget line-item detail
 - Budget narrative
- Proposed budget items link directly to delivery of services associated with grant initiatives
- Funds may not be used to supplant existing programs



Project Budget

- Specific budget requirements:
 - Salaries and benefits: institutions are required to provide 50% of all salary and benefit expenditures to salaried employees
 - Use your institution's current rate to calculate fringe benefits
 - Stipends to faculty, advisors, mentors, etc are located in the Professional Fees line-item and do not require match



Project Budget

- Specific budget requirements:
 - Food expenditures: grant funds may not be used for food unless doing so is necessary to accomplish legitimate meeting, event, or conference business. Food expenditures may be allowable if attendance during meal time is necessary to achieve project goals.
 - Itemize food expenditures separately under the Supplies line-item



Project Budget

- Specific budget requirements:
 - Indirect costs: use your institution's indirect cost rate not to exceed 8 percent



Budget Narrative

- A written narrative is required for each budget line-item explaining:
 - Basis for estimating costs of each line item
 - How major cost items relate to proposed project activities

Budget must align with proposed project, number of students served, and resources needed to fully implement the program



Award Selection & Scoring Rubric

- Proposals will be scored by a panel of reviewers who will recommend projects for funding
- Reviewers may recommend projects to be funded with modifications or at a lower amount than requested
- After award recommendations are made, THEC will contact project director to discuss any changes to original proposal
- Please see scoring rubric for guidance on how the proposal will be reviewed and detail readers will look for in each section of the application



Tennessee Promise Forward Timeline

Grant Timeline

Item	Date
THEC releases Tennessee Promise Forward RFP	6/15/2016
Tennessee Promise Forward Technical Assistance Webinar	6/22/2016 at 2pm CDT
Deadline to Submit Notice of Intent to THEC	6/27/2016 by 4:30pm CDT
Deadline to Submit Grant Proposal to THEC	7/11/2016 by 4:30pm CDT
THEC Announces Grant Awards	8/15/2016
Mandatory Project Director's Webinar	September, 2016
Grant Activities Begin	9/15/2016
Grant Activities Conclude	6/1/2018



Thank you! Questions?

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